



# USA Staffing

## Implementation Brief Oklahoma National Guard

# USA Staffing



- The Directorate of Human Resources is committed to improving our work products and processes in order to save time, effort and money. In the military technician staffing arena, the solution to providing better customer service and wider advertisement of our vacancy announcements by the use of, and implementation of a commercially available program called USA Staffing.

# USA Staffing



- USA Staffing is a web-based system that provides a cost effective means of procuring the best-qualified candidates utilizing a single, integrated software solution.
- The complex staffing process is simplified with this user friendly, web-enabled software that automates the recruitment, assessment referral and notification processes.
- To be implemented throughout the National Guard in FY 06.

# USA Staffing



- USA Staffing generates vacancy announcements, posts vacancy announcements on Office of Personnel Management (OPM) USAJOBS website, accepts applications by internet or fax, analyzes applicant competencies, produces certificates, notifies applicants, and manages applicant records.
- It meets OPM regulatory requirements and is adaptable to agency specific procedures

# USA Staffing



- USAS is a DoD initiative to meet Congressional mandates for streamlined hiring of DoD employees
- USAS will not change the State's Merit Placement Plan (OMD TPR 335)
- No potential "adverse affect" on employees
- USAS will replace paper applications but will provide applicants optional methods of submitting applications.

# Capabilities

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- Generates vacancy announcements
- Posts vacancy announcements on USAJOBS
- Accepts applications via internet or fax
- Analyzes applicant competencies and qualifications (per Merit Placement Plan)
- Evaluates and rates applicants
- Covers all available hiring flexibilities

# Capabilities



- Produces and updates certificates
- Notifies applicants of application acceptance and basic qualification for position
- Manages applicant records
- Meets all regulatory requirements and can be adapted for agency specific procedures

# Tools & Features



- Provides quick application receipt notification when using the resume' builder or fax
- Has a tool for notification by e-mail of advertisements posted on USAJOBS that meet applicant interests and career goals
- Allows for development of supplemental questions which will “screen-out” job applicants to the mission requirements, i.e. military membership or military grade (can be others)



# Tools & Features



- Timely turnaround on rating applications and publishing certificates (accomplished by OKHR). Certificates will consist of an e-mail link forwarded to the selecting official who can then securely download the applications of qualified individuals
- A separate certificate of eligibles will be published for each grade when a position is advertised with target grades

# New Announcements



- Selecting official submits SF 52-B Request for Personnel Action IAW Chapter 3, OMD TPR 335
- OKHR-PM checks for vacancy, verifies that position is valid and determines position qualifications
- OKHR-PM enters USA Staffing web site and builds a job within the program. The job will contain the appropriate questionnaires to rate applicants' qualifications.

# New Announcements



- OKHR-PM screens applications, verifies documentation and utilizes USA Staffing to produce certificate of eligibles
- USA Staffing provides the Selecting Official a link to the certificate of eligibles and applicant resumes'
- OKHR provides the Selecting Official an instruction sheet for each certificate
- Selecting official will make the selection and request action to OKHR IAW OMD TPR 335

# For Applicants

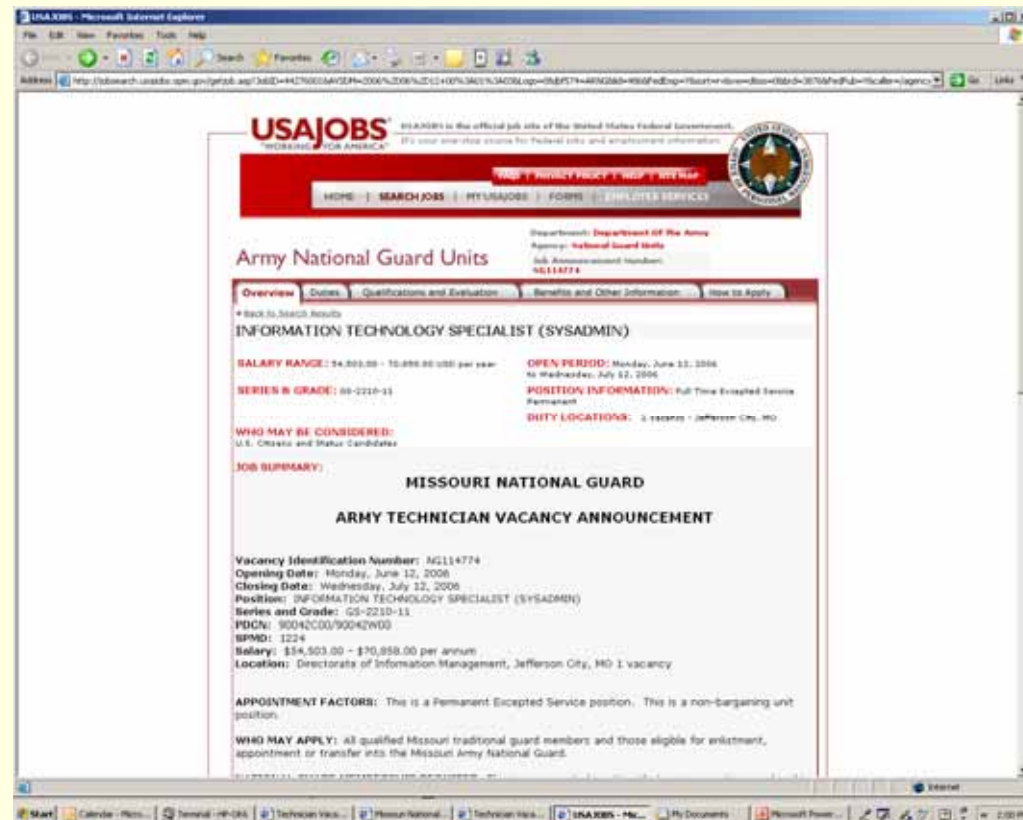


- Applicants can perform job search by:
  - Logging directly into USAJOBS  
<http://www.usajobs.gov/>
  - Click a particular job announcement listed on the Joint Force Headquarters homepage  
<https://www.ok.ng.ds.army.mil/OKHRO/>
  - Go to the JFHQ public website  
<http://www.ok.ngb.army.mil/Employment/>

# For Applicants



## Sample Job Announcement



# For Applicants



- Applicants have four (4) options to apply for positions
  - Complete an online questionnaire and upload their resume'
  - Complete an online questionnaire and fax all or part of the supporting documentation to OPM
  - Submit the questionnaire, resume' and supporting documents via OPM FAX
  - Create a resume' that is stored online with USA Jobs and attached by applicant

# For Applicants



## Sample On-Line Application Instruction

The screenshot displays the USAJOBS website interface. At the top, the USAJOBS logo is visible, along with navigation links for HOME, SEARCH JOBS, MY USAJOBS, JOBS, and EMPLOYER SERVICES. The main heading is "Army National Guard Units". Below this, there are tabs for Overview, Duties, Qualifications and Evaluation, Benefits and Other Information, and How to Apply. The "How to Apply" tab is selected, showing the "HOW TO APPLY" section. This section includes a list of required documents: 1. Your responses to the Qualifications Questionnaire, 2. Your resume, 3. Completed AGMO Form 335-1-R, Supplement to Application for Employment Military Brief, and 4. Any other documents specified in the Required Documents section of this job announcement. A note states that if using education to qualify, education is a mandatory requirement to meet qualifications, and applicants must submit copies of college transcripts. The application deadline is "MIDNIGHT EASTERN TIME ON Wednesday, July 12, 2006". The "Option A: Online Qualifications Questionnaire" is highlighted at the bottom.



# For Applicants



- Application Procedures (recommended)
  - Create a Resume' utilizing USAJOBS Resume' Builder (may then be uploaded to any job application)
  - Complete the On-Line Qualifications Questionnaire
  - Submit to OPM by fax or by scanned file evidence of education or other documents (if using to qualify for a position)



# For Applicants



- Application Options
  - Upload customized resume'
  - Upload supporting documents at a later time (before job closes)
  - Save a questionnaire and return to it at a later time
  - Submit a paper qualifications questionnaire by fax to OPM utilizing OPM Form 1203-FX (not recommended)

# Filling the Position



- Selecting official prints the certificate, annotates the selection and faxes or e-mails the certificate to HRO

# HRO Contacts



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